



CITY OF ATLANTA

Job Announcement

GRANTS MANAGEMENT ANALYST

STARTING SALARY: \$42,766
SALARY GRADE: 21

Applications Accepted From: February 13, 2006 until February 17, 2006

Minimum Job Requirements

Persons applying must have all of the following to qualify: Bachelor's degree in Accounting, Finance, Business/Public Administration or a related field and four (4) years of experience in the areas of budget analysis, grant application and project management, which involved federally funded programs. Good working knowledge of Microsoft Office software applications required. Initiative, excellent interpersonal skills and creative problem solving skills preferred. Equivalent combinations of training and experience will be determined under prescribed guidelines. However, training and experience will not be substituted for the required High School diploma or GED.

Licenses and Certificates*

Applicants must possess a valid Georgia driver's license at the time of appointment.

Duties of the Job

This employee performs grants management, including financial analysis and/or performance evaluation of grant funded projects in the Department of Parks, Recreation and Cultural Affairs; monitors the progress and expenditures of grant projects from development through operational phases in order to assist in identification of problem areas and problem resolution; administers grant budgets, ensures preparation of legislation, project approval resolutions, appropriation ordinances, Personnel Action Requests and contract authorizations; serves as liaison to granting agencies and other federal/state officials on grant matters; etc. Undertakes other initiatives as assigned.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA 30303

Resumes will not be accepted in lieu of application.

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.